

Microsoft Word Hands-On Exercise

The object of this exercise is to familiarize you with some of the important commands associated with using Microsoft Word to produce academic papers.

This exercise will cover how to center a line of text, how to insert today's date, and the difference between "soft" and "hard" returns. You'll practice using the bold, italic, and underline features. You'll change the line spacing from single spaced to double spaced. You'll change margins and add page numbers, headers and footers, and footnotes and endnotes.

At the end of these instructions, you'll find a sample printout that was made using these instructions. Compare your printout with that one to see if they match. Ask me what went wrong if they don't match up.

If you'd like some extra help while doing this exercise (or using Word at any time), select **Help** from the menu bar and click **Microsoft Word Help** from the pull down menu. A column of advice will appear on the right-hand side of the screen.

1. **Select the Comic Sans MS font.**
 - Select **Format** from the menu bar.
 - Click **Font** from the pull down menu.
 - Select the Comi Sans MS font face.
 - Select a **11 point** font size.
 - Click the **OK** button.
2. **Center the top line.**
 - Select **Format** from the menu bar.
 - Click **Paragraph** from the pull down menu.
 - Select the **Indents and Spacing** tab.
 - Select **Center** from the **Alignment** option and click **OK**.
 - Type: Microsoft Word Training Session
 - Press the <Enter> key.
3. **Center today's date.**
 - Select **Format** from the menu bar.
 - Click **Paragraph** from the pull down menu.
 - Select the **Indents and Spacing** tab.
 - Select **Center** from the **Alignment** option and click **OK**.
 - Select **Insert** from the menu bar.
 - Click **Date and Time** from the pull down menu.
 - Select a Date/Time format.
 - Click the **OK** button.
4. Press the <Enter> key four times.
5. **Type a short paragraph.** (This text will be centered due to last command performed.)
 - Type: I am learning Microsoft Word 2000. I hope to learn at least one new thing in this training session. If I have any questions (and I know I will), I will ask the lab assistant to answer them so I will not get stuck.

6. **Bold a phrase.**
 - Highlight the phrase "Microsoft Word 2000" (click the left mouse button and drag it across the words "Microsoft Word 2000" to highlight the words in black).
 - Click the **B** button in the toolbar at the top of the screen.
7. **Italicize a word.**
 - Double click the word "least" and the word will highlight in black.
 - Click the **I** button in the toolbar at the top of the screen.
8. **Underline a phrase.**
 - Highlight the phrase "and I know I will."
 - Click the **U** button in the toolbar at the top of the screen.
9. **Double space the lines in your paper.**
 - Place the cursor at the desired location in the paragraph.
 - Select **Format** from the menu bar.
 - Click **Paragraph** from the pull down menu.
 - Select the **Indents and Spacing** tab.
 - Select **Double** from the **Line spacing** option and click **OK**.
10. **Add page numbers to your document.**
 - Select **Insert** from the menu bar.
 - Click **Page Numbers** from the pull down menu.
 - Select position and alignment (allow Word to show the number on the first page).
 - Click the **OK** button.
11. **Change your margins.**
 - Place the cursor at the top of your paper.
 - Select **File** from the menu bar.
 - Click **Page Setup** from the pull down menu.
 - Select the **Margins** tab.
 - Change the top, bottom, left, and right margins to 1.5".
 - Click the **OK** button.
12. Place the cursor at the end of your paper to the right of "stuck." and press the <Enter> key three times. Click the **Left Justification** button so the cursor will be on the left side.
13. **Type a short paragraph:**
 - Type: I have a paper to write, and I have to use footnotes. I don't know how to do them, but after this example I will.
14. **Create a footnote.**
 - Select **Insert** from the menu bar.
 - Click **Footnote** from the pull down menu.
 - Make sure **Footnote** is selected and click **OK**.
 - Type the footnote: My professor will be happy to see footnotes in my paper.

15. **Add another footnote.**
 - Place the cursor after the word "learn" in the first paragraph.
 - Select **Insert** from the menu bar.
 - Click **Footnote** from the pull down menu.
 - Make sure **Footnote** is selected and click **OK**.
 - Type the footnote: Or at least try.

(Notice that the footnote number for the second footnote has changed.)

 - Use the mouse to leave the footnote by clicking somewhere in the upper part of the page.
16. **Create a header.** (A header is a line that runs along the top of every page of your document.)
 - Select **View** from the menu bar.
 - Click **Header and Footer** from the pull down menu.
 - Type: Microcomputer Applications Area
 - Click the **Close** button from the **Header and Footer** toolbar.
17. **Create a footer.** (A footer is a line that runs along the bottom of every page of your document.)
 - Select **View** from the menu bar.
 - Click **Header and Footer** from the pull down menu.
18. Click the icon labeled "switch between header and footer"
 - Type: Henderson Library
 - Click the **Close** button from the **Header and Footer** toolbar.
19. Create a blank page with existing document
 - Press **Ctrl** and **Enter** simultaneously
20. Create a **hanging paragraph**.
 - Click **Format** then **Paragraph**
 - **Indents and Spacing** tab should be selected if not select it
 - In the **Indentation** section - change **Special** to **Hanging**, **By** to **0.5"**
 - Click **OK**
 - **Type** - The text for the hanging paragraph can look like this example. Pressing enter once at the end of the paragraph will stop it. The cursor will return to the default left margin.
21. Create a **double indent paragraph**.
 - Click **Format** then **Paragraph**
 - **Indents and Spacing** tab should be selected if not select it
 - In the **Indentation** section - change **Left** to **0.5"** to **Hanging**, **Right** to **0.5"**, **Special** is **blank**, **By** is **blank**
 - Click **OK**
 - **Type** - The text for the double indented paragraphs look like this example. Pressing enter once at the end of the paragraph will stop it. The cursor will return to the default left margin.
22. **Spell Check your paper.**
 - Select **Tools** from the menu bar.
 - Click **Spelling and Grammar** from the pull down menu.
 - Word will stop on any words it doesn't recognize from its dictionary, and you may choose to ignore

the Spell Check or have it replace your word with the correct spelling.

23. **Proofread your paper.**

When Microsoft Word doesn't recognize the spelling of a word, it underlines the word in red. Watch for those red underlines and correct those that are wrong (the red underline will not appear on your printed copy). Also, remember Word isn't always right. Notice that *GSU* is underlined in red, too. Word also misses real words that are used improperly. For example, if you type "fro" when you meant to type "for," Word will not catch the mistake. **So you still need to read over your own work carefully.**

24. **Print the document.**

- Select **File** from the menu bar.
- Click **Print** from the pull down menu.

(Notice the "Current Printer" and that you can change it by clicking on the down arrow key to the right of the printer name.)

- Click the **OK** button.
- Compare the results with the attached sample.

25. **Save your document.** (If you have your own disk.)

- Select **File** from the menu bar.
- Click **SaveAs** from the pull down menu.
- Click on the arrow by the "Save in" box and change the drive to A:.
- Click in the "File name" box and give your file a name.
- Click the **Save** button. (Important Note: Always save your work every 5 to 10 minutes.)

26. **Bonus exercise: Create your own calendar.**

- Select **File** from the menu bar.
- Click **New** from the pull down menu.
- Select the **Other Documents** tab.
- Double click the **Calendar Wizard** and follow the instructions to create a calendar to suit you!
- Print the calendar out.

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Microsoft Word Training Session
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I am learning **MS Word 2000**. I hope to learn¹ at least one new thing in this training session. If I have any questions (and I know I will), I will ask the lab assistant to answer them so I will not get stuck.

I have a paper to write, and I have to use footnotes. I don't know how to do them, but after this example I will.²

¹ Or at least try

² My professor will be happy to see footnotes in my paper.

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The text for the hanging paragraph can look like this example. Pressing enter once at the end of the paragraph will stop it. The cursor will return to the default left margin.

The text for the double indented paragraphs look like this example. Pressing enter once at the end of the paragraph will stop it. The cursor will return to the default left margin.